

JOB VACANCY

HDC (161)-HR/IU/2021/132
28th March 2021

Senior Architect Planning & Development (Design & Development Section)

MINIMUM QUALIFICATION & REQUIREMENT

1. Masters Degree or MNQF Level 9 Qualification in relevant field with minimum 2 years' experience in architectural design and detailing or relevant field. **(OR)**
2. Bachelor's Degree or MNQF Level 7 Qualification in relevant field with 5 years' experience in architectural design and detailing or relevant field.

SCOPE OF WORK

- Executive design and development of assigned projects and tasks.
- Execute multiple tasks and projects, both technical and administrative; leading by organizing, managing and employing available resources and staff to achieve projects/tasks objectives.
- Project Management of both formulation and implementation stage projects.
- Provide design consultancy to internal and external stakeholders.
- Follow and be thorough with internal SOPs and established Corporate procedures.
- Assign tasks to team member and monitor progress through established methodologies and schedules under the supervision of HoDs.
- Preparing progress reports and statements.
- Establish a level of review to achieve quality control and assurance of produced works from section members.
- Assist HoS and HoD in the management of the sections day to day tasks and works.
- Coordinate and communicate with internal and external stakeholders regarding own tasks or team tasks to find solutions or way forward to complete objectives.

JOB SKILLS AND SPECIFICATIONS

- Fluent in Design Softwares such as AutoCAD, Revit, 3D & Rendering Software's, Adobe Photoshop, Illustrator, etc.
- Experience in project management will be an added advantage.
- Able to draw, interpret and understand engineering drawings and specifications and architectural plans, concepts and methodologies.
- Fluent in Microsoft Office Packages.
- Should be effectual communicator verbally as well as through writing skills.
- Should be able to work as an individual and as a flexible team player.
- Leadership and Management skills.
- Should be able to priorities tasks and manage one's own time effectively.

SALARY PACKAGE:

Salary negotiable based on qualification and experience.

Application Address

Send the job application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy via the link (<https://rb.gy/5wk29u>). For any additional queries please contact to 3355305.

Application Deadline:

Date: 4th April 2021 (Sunday)

Time: 14:00hrs